



Montana
Office of Public Instruction
Denise Juneau, State Superintendent



To: ACT Plus Writing Test Supervisor
From: Judy Snow
Date: March 8, 2016
Re: ACT Plus Writing Test Administration Grant

Dear ACT Plus Writing Test Supervisor:

The GEAR UP grant which provides the ACT Plus Writing for all public school juniors includes funds to assist with costs related to the administration of the test. Appropriate expenses include but are not limited to:

- Costs related to an ACT approved off-site facility, such as:
 - Room rental
 - Lunch for students
 - Travel
- Compensation for substitute teachers and test proctors
- Supplies for the administration of the test
 - No. 2 pencils
 - Pencil Sharpeners
 - Basic calculators (\$20 per calculator limit)
 - Clocks and/or stopwatches

Expenses that **cannot** be paid for with the grant include, but are not limited to:

- Salaries of regular school staff helping with the administration of the ACT Plus Writing (i.e. principals, counselors, teachers)
- Technology
- Scientific calculators
- Office supplies unrelated to the administration of the ACT Plus Writing
- Anything prohibited by ACT (please refer to your Supervisor's Manual)
- Snacks and water
- Indirect costs

Application Instructions

Using the attached form, schools will first apply through the Assessment Division of the Office of Public Instruction, and approved funds will be available to districts through the OPI E-grant system.

Schools may apply for funding from **March 8 through March 25, 2016** by completing the attached application and sending via fax or mail to Angie Koehler. Email submissions will not be accepted.

You may be contacted for clarification about items requested. Once your application has been reviewed, you will receive an award letter no later than **April 1**.

Districts may accept their award on E-grants beginning **April 11 and until May 31**. A memo with instructions for districts will be sent during the week of **April 4**.

Awards

Although special circumstances such as off-site testing will be taken into consideration, most award amounts will be given based on the size of the junior class, shown in the table below:

Junior Enrollment	Award Amount
400-500+	\$4,000
300-399	\$3,000
100-299	\$2,500
70-99	\$ 500
50-69	\$ 350
25-49	\$ 250
1-25	\$ 200

Unexpected Cost Application Window

The application window will reopen briefly from **May 9-20** for schools who incurred unexpected costs during the administration of the ACT. Please use the attached application form for both application windows.

If you have any further questions about the ACT Plus Writing grant, please contact Angie Koehler at 406-444-3511 or akoehler2@mt.gov.



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2016 ACT Test Administration Grant Application

Please complete the form below and return to: Montana Office of Public Instruction
Attn: Angie Koehler
P.O. Box 202501
Helena, MT, 59620-2501

Application Deadline: March 25, 2016

Districts Accept E-grant: April 11-May 31, 2016

Unexpected Cost Application Window: May 9-20, 2016

Fax: 406-444-0743

Email submissions will not be accepted.

School Information

School Name _____ District Name _____

No. Juniors Enrolled _____ ACT Test Coordinator _____

Item	Cost	Quantity	Total

[illegible]